

## NIH CHILD CARE BOARD MEETING MINUTES

March 4, 2004

Building 31 – Conference Room 7

10:00 a.m. to 12:00 p.m.

### Members in Attendance:

Janet Austin, Deborah Fountain, Alisa Green, Valerie Hurt, Jayne Lura-Brown, Juanita Mildenberg, Barbara Murphy, Kim Plascjak, Henry Primas, Susan Reider, Mary Ellen Savarese, Tim Tosten

Members Absent: Susan Koester, Qin Ryan, Lisa Strauss

### Liaisons in Attendance:

ChildKind, Inc.: Lee Ettman

POPI: Paulina Alvarado, Lucretia Berlinski, Martina Vogel-Taylor

ECDC: Anne Schmitz, Beth Levy

- I. Welcome and Introductions:** Janet Austin began the meeting by welcoming members and liaisons.
- II. Approval of Minutes:** Members voted and approved the minutes from the January 22, 2004 board meeting.
- III. Committee Reports:**

Parenting Festival Committee: Alisa Green reminded members that the Parenting Festival will be held on May 26, 2004 in the lobby of Building 50. She shared with the Board that her committee had recently met and began assigning tasks/projects to members. The committee prepared a wish list of additional exhibitors who have programs related to children and parenting they will contact and have drafted an e-mail to each IC's Communications Office inviting them to participate in this year's event. Previous exhibitors are being contacted and asked to participate again this year.

The event will again include the "Ask the Parenting Specialist" booth that was very popular among parents last year. To allow more parents an opportunity to speak with the Parenting Specialists, egg timers will be used to assist in limiting length of consultations. The committee has solicited the NIH Lactation Program to see if they can donate another Medela Pump In Style Breast Pump (retail value \$260.00) as one of the raffle prizes. LifeWork Strategies, Inc. will be providing a basket full of baby products as a raffle prize, and the NIH Federal Credit Union will be donating canvas bags. Exhibitors will be asked again to have some type of give away item at their tables. The NIH Child Care Board table will have the 100 Ways to Praise Your Child magnets, stress cards and bubble pens as give away items. The DOES will again purchase parenting books that were very popular among attendees. The NIH Child Care Programs will each have hands-on activity tables that show parents how their children learn certain skills through play.

The committee also discussed the feasibility of conducting the event off-site in response to feedback received last year. A couple of obstacles the committee noted were identify adequate space, and getting the commitment from the exhibitors to participate.

Many of the exhibitors are unwilling to commit to more than one event and the committee would prefer to not offer an inferior product to employees in the satellite locations. The committee is

exploring the feasibility of renting shuttle buses for \$60.00 an hour that will continuously run to bring employees to campus for the event and will report back to the Board on their findings.

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Tim Tosten reminded the Board that the NIH community is continuing to increase its population in these satellite locations and we should be sensitive to these employees' needs as well. The Board brainstormed and will pursue extending the event to a second day by having a seminar with a guest speaker (e.g., Reid Lyons) off-campus on Executive Boulevard, and will further discuss having the Parenting Festival take place at a satellite location next year.

Membership Committee: Susan Reider shared with members the current membership/term roster. She reminded members who have not completed 2 (3-year) terms may re-apply to the Board this coming June. Current members can submit a brief letter (e-mail) to the Membership Committee informing them of their interest to re-apply and note that their application is on file. Susan Reider also asked members who think they may be unable to complete their current terms to notify her immediately. The committee will hand out flyers at the Parenting Festival to begin recruiting for new members.

Contractor Benefits Committee: In Susan Koester's absence, Mary Ellen Savarese updated the Board by sharing that the committee will be discussing a recommendation that will be presented at the April 22, 2004 Board meeting. The committee will take a look at the NIH Child Care Programs' current policy re: contractors, what other Federal agencies are doing, working with Valerie Hurt, NIH OGC, on understanding the language noted in the Tribble Amendment.

**III. Discussion - Child Care Centers Hours in Weather/Emergency Situations:** Mary Ellen Savarese shared with members that over this past winter, we had a couple of occasions where there were some differences in operating hours among the NIH Child Care Programs. Currently our centers have different operating hours for different weather emergencies:

- One center opens on time no matter what the weather conditions are.
- Two centers open 1 hour late during Unscheduled Leave.
- One center opens 1 hour late during Delayed Openings.
- One center opens whatever the Delayed Opening time is announced.

The DOES is concerned that mixed messages are being disseminated to NIH employees when the centers open at different times, and parents are penalized if they can arrive to work on time. The Board was asked to review a draft policy proposed by the DOES and modeled after OPM's opening and closure procedures for Federal agencies. This policy would require uniform hours of operations for the NIH Child Care Programs during adverse weather conditions, as follows:

- When Federal agencies are **Open** under an **Unscheduled Leave policy (previously termed Liberal Leave)**, the NIH Child Care Programs will **open on time**.
- When Federal agencies are **Open** under a **Delayed Arrival Policy**, the NIH Child Care Programs will **open no more than 1 hour later** than they would normally open.
- When Federal agencies are **Dismissed** at a **Specific Time**, the NIH Child Care Programs will close **1 hour after the specific time** is announced by the NIH Director.
- The procedures should be implemented "**as minimum standards**".

This recommendation was approved by the Board. Mary Ellen Savarese will take the Board's recommendations to each center's Board of Directors to discuss implementing this policy by next fall.

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**V. Discussion and Brainstorm – Other Child Care Solutions for the NIH:** Janet Austin commented on the fact that our current NIH Child Care Programs can only accommodate a small portion of employees and that the construction of the Northwest Child Care Center is now being pushed to FY'08. Therefore, the Board needs to start thinking out of the box and begin identify alternate types of services beyond the current traditional child care settings (i.e., our NIH Child Care Programs). Members participated in a lively Brainstorming session and identified additional creative types of services and programs for the NIH. The Attached List will be prioritized and discussed further at the April 22 meeting.

**VI. Other Announcements:**

ChildKind, Inc.: Lee Ettman thanked Tim Tosten for the new classroom furniture his office purchased for her center. The staff is truly appreciative of all the equipment and the children are enjoying the new gym in the indoor playroom.

Parents Of Preschoolers, Inc.: Paulina Alvarado shared with the Board that on February 27, the center hosted its International Fun Nite. Classrooms were set up as different countries and parents and children dressed in traditional clothing. Games, music, and foods from the different countries were shared among the families. The event was well attended. On April 7, the center will host its Spring Dance and Gymnastic Recital. The event will be held in the main auditorium of Natcher (Building 45). The center has extended invitations to Drs. Zerhouni, Kington and Kirschstein and the Board. Lucretia Berlinski shared with members that the children recently visited the newly constructed NIH Fire Station. The staff and have begun to network among their parents within the NIH community to showcase learning opportunities e.g., dentistry, to the children.

Executive Child Development Center: Anne Schmitz announced that GSA has agreed to fund to cost to refurbish their infant and preschool playgrounds and fencing. The playgrounds will have new poured soft-surfaces and equipment. Work is slated to being this summer. The children have made care packages to send to the troops in Iraq.

**VII. Adjourn:** The meeting was adjourned at 12:10 p.m.

**The next meeting is scheduled for April 22, 2004  
Building 31 – 6C/Room 7**

Prepared by:  
Pamela Jenkins  
April 2, 2004

## **Other Child Care Solutions**

### **A Parenting Resource Place -**

- A place/building/boy scout building located off campus, with easy access.
- Space for classes, meetings, resource room, library
- Open to community partnerships
- Wide variety of activities

### **Training for Relative Care -**

- First Aid/CPR
- How to navigate local systems

### **Child Care Subsidy -**

- Implement NIH Subsidy
- See if centers can spend their subsidy allocation in a better way? Serve different families?

### **Increase Access to a Variety of Child Care Services -**

- Reserve spaces at community based programs
  - Expand community capacity- Organize a Family Child Care Network for NIH
  - Back-up Care
  - Sick Child Care
  - After Hours and Weekend Care
  - Baby sitter network or Co-op
- } partner with local YMCA

### **Nannies -**

- Brown Bag seminars on “How to Find” and “How to Keep”
- Training to improve the quality of in-home/ nanny care
- Training to increase the capacity of in-home/nanny care

### **Resources for Parents -**

- Multi-national Transition Services and seminars in various languages
- Resource guide - written and web based
- HR Orientations - what the world is like when you aren't at work
- How to survive “off campus”
- Buddy system

### **Special Needs Children -**

- Assist parents - “How to Navigate the Systems” and knowing your rights
- Outreach to providers
- Training for providers

### **Link People Who Need Help with Those Who Can Help -**

- Retirees?

- Child Care Centers
- Non-working spouses

Child Care Board focus on Communication -

- Form a Communication Committee
- Articles and pictures of related events
- Interviews
- Raise awareness.